

Full Cost Decision Memorandum: Labor charging responsibilities (WF-12)

Issue:

Who and how are employees/supervisors accountable for labor charges?

Source / reference:

LaRC Full Cost Implementation Team (2003-2004)
LaRC Office of the Chief Financial Officer (OCFO)

Background:

In the full cost environment, it is more important than ever before to accurately charge labor since salary dollars are included in project budgets.

Options:

None – document existing responsibilities.

Decision:

Based on the Center labor policy for reviewing and approving time and attendance, employees are responsible for accurately recording the time and appropriate codes based on actual worked performed and leave used or accrued. Supervisors are responsible for approving such labor charging using the WebTADs system.

Approved by LaRC CFO (Ken Winter) 10/17/03